Academic Programs Coordinator (Garden - 2016)
Position Title: Academic Programs Coordinator
Department: Education

Objective
The Holden Arboretum / Cleveland Botanical Garden has one position available for an Academic Programs Coordinator. We are seeking a highly effective education professional to join our experienced and successful Education team. The Academic Programs Coordinator will be responsible for instructing, supporting, and evaluating plant-based academic education programming onsite at Cleveland Botanical Garden and in an outreach capacity. Position will also assist with curriculum development and other educational programs for both campuses.

Supervisor
- Manager of Academics
- Works with Education Staff
- Works with Interns
- Works with Volunteers

Work Location
- Cleveland Botanical Garden – Cleveland, Cuyahoga, Ohio, USA
- Located in the heart of Cleveland’s cultural, health, and education district, 10 minutes east of downtown Cleveland.
- The Holden Arboretum / Cleveland Botanical Garden recently integrated, making the organization the 13th largest public garden in the U.S.

Responsibilities
- Instructing, supporting, and evaluating plant-based academic education programming onsite at Cleveland Botanical Garden and in an outreach capacity
- Assist with curriculum development and other educational programs for both campuses
- Supervise high school and college students on projects
- Other activities as required

Qualifications
- 2 years of experience in natural science, formal or informal education, or equivalent setting and in education, experience teaching people of all ages
- Experience teaching diverse audiences
- Excellent verbal and written communication, interpersonal and organizational skills
- Experience in a Windows environment using business application software including Word, Excel, Powerpoint and Publisher
- Experience with academic program development in a museum and/or public garden setting is preferred
- Curriculum development experience preferred

Requirements
- Ability to effectively solve medium to complex problems
- Ability to effectively manage multiple tasks
- Highly skilled at speaking, writing and understanding the English language
Acceptable driving record (3 points or less)
Must pass a criminal background check and substance screening

Physical Demands
Must be able to perform with or without reasonable accommodation:
- Stand and/or sit for extended periods of time
- Transport oneself by foot over a variety of terrain that may be wet, slippery, uneven or rocky.
- Regular lifting and carrying up to 40 lbs.
- Kneeling, bending, stooping, grabbing and reaching
- Work outdoors where the ambient temperature spans 0 - 100 degrees Fahrenheit.
- Independent decision making
- Work independently as well as on a team

Work Environment
- Occasional perform required tasks in all weather conditions
- Some weekend and evening programs
- Approximately 40 hours per week, Monday – Friday

Wages:
- Salary Negotiable
- Benefit packages

Apply
Review of applications with begin immediately and continue until the position is filled.

Qualified applicants should submit a resume online:
https://home.eease.adp.com/recruit/?id=15217561

Posting Date:  April 2016
Closing Date:  Until Filled

The Holden Arboretum / Cleveland Botanical Garden is an Equal Opportunity Employer committed to hiring a diverse and talented workforce. We seek skilled, knowledgeable and experienced individuals to join our staff and enhance our reputation as one of the country’s foremost arboreta.